



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

17th June 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24th June 2024 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.

Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting. No decision can be taken on items not detailed on the published agenda.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies for absence
2. **Declarations of Interest** - To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.

Councillors are reminded to ensure their Register of Interests form is up to date.

3. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)

To receive a presentation from a member of the public.

4. **Members' Questions** - To receive questions from Members regarding the workings of the Council
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County Councillor, if present
7. **Questions Arising from Member reports** – Questions arising from WDBC and DCC reports in relation to items as presented to the meeting to be summarised and recorded by the Clerk for forwarding to the relevant persons.
8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 8.1 To adopt the minutes of the **Property Committee** meeting held on 18th March 2024 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.2 To adopt the minutes of the **Policy & Resources Committee** meeting held 15th April 2024 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 20th May 2024.
10. **Okehampton Youth Council** – To receive an update following meetings of the Youth Council on 22nd May and 7th June 2024 and consider any requests arising
11. **Charter Hall Roofing Project** – To receive an update and consider any actions arising. Confidential contractual items will be considered within Part 2 later in the meeting.
12. **Business Improvement District** – To resolve to approve a formal yes/support vote in relation to the creation of a BID in Okehampton for all aspects of council business entitled to a vote.
13. **Okehampton Community Hospital** – To consider correspondence received
14. **DCC Children's Centre/Family Hubs Consultation** – To consider a response to the consultation
15. **Okehampton Railway** – To consider matters relating to rail services in Okehampton including the naming of the new Station and note that the meeting scheduled for 20th June had been cancelled.
16. **Okehampton Town and Hamlets Neighbourhood Plan** – To consider the Inspectors report following the Hearing in April 2024 and any action to be taken.
17. **BT Phone Box Removal** – To consider a report from the Clerk in relation to the decommissioning of the phone box located at the junction of Station Road and Tors Road in September 2024 by BT.
18. **Payments** - To resolve payment of the invoices in accordance with the schedule
19. **Policies and Documents** –
 - 19.1 **Policies** - To resolve to approve the following policies as recommended by the Policy & Resources Committee, previously circulated:
 - Asset Register and Disposal Policy
 - Business Continuity Plan
 - Hosting of Foreign Visitors

19.2 Terms of Reference - To resolve to approve the following Terms of Reference as recommended by the relevant committees:

- Parks Committee
- Property Committee
- Policy & Resources Committee
- Personnel Sub-Committee
- Planning Committee

20. **The Museum of Dartmoor Life** – To receive a report from Cllr Bird
21. **Transition Town Okehampton** - To consider a request from the group that the Council nominate a Councillor to be a formal Town Council representative on the Committee.
22. **Council Strategy Meeting** – To consider a proposal from Cllr Fisher that the Council holds an informal annual strategy meeting
23. **Civic Diary Report** – To note events attended by the Mayor.
24. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
24.1 **Climate Change** – Cllrs Leech and Weekes
24.2 **Charter Hall Roof Replacement** – Cllrs Colman, Leech and Fisher
25. **Reports on Current Activities by Community Groups with Town Council Representation**
25.1 **Neighbourhood Plan Group** – Cllrs Colman and Weekes
26. **Members' Reports and Items for Agendas** - To receive reports from Members
26.1 **Business Improvement District Steering Group** – Cllr Tolley
26.2 **Okehampton Hospital** – Cllr Richards
26.3 **Rural Market Town Group** – Cllrs Colman and Leech

PART TWO – CONFIDENTIAL ITEMS

27. **The Committee is recommended to pass the following resolution:**
'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
28. **Charter Hall Roofing Project** – To receive an update and consider any actions arising in relation to contractual matters

To resolve to exit Part 2, ratify decisions made therein and re-admission of the Press and Public